



Returns Request Form

Please fill in all blank fields (to avoid delays) and fax this form to **02 8572 5214**.

In most cases Technical Support try to resolve issues over the phone before issuing an RMA number. If a return is required we will then supply you with a returns authorisation (RMA) number. When you receive your RMA number, please record it below. We will advise the return delivery address which varies by product and problem. Please do not send any goods back without a copy of this form and a valid RMA number to avoid delays.

Company:

Date:

Contact Name:

Tel:

E-mail:

RMA#

Purchase Date	Invoice No.	Item Code	Serial Number	Operating System Used

Fault / Problem / Reason for Return:

Return Delivery Address:

Company:

Address:

Contact Name:

Tel:

TSS Staff use only			
Date received:		Date tested:	
Fault Found:			
What unit was returned:	Same or, Replacement model & S/N:		
Date unit returned:		Con Note:	
Other Notes:			